Brigade S-1 Operations Course

BRIGADE S-1
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AT THE BRIGADE S-1 LEVEL
CORE COMPETENCIES AND KEY FUNCTIONS
Provide Human Resources Support

Administer Enlisted Promotions (Active Component)

June 2016

Senior Leader Training Division
Adjutant General School

Terminal Learning Objective

ACTION: Administer Enlisted Promotions and Selections (Active Component)

CONDITIONS: Given classroom instruction, AR 600-8-19 (Enlisted Promotions and Reductions) and applicable MILPER messages and an awareness of Operational Environment (OE).

STANDARD:

1. Communicate the objectives of the enlisted promotion system.
2. Define the principles of the decentralized, semi-centralized, and centralized enlisted promotion systems.
3. Identify promotion responsibilities of the S-1.
4. Score 70% or higher on the Brigade S-1 final exam.

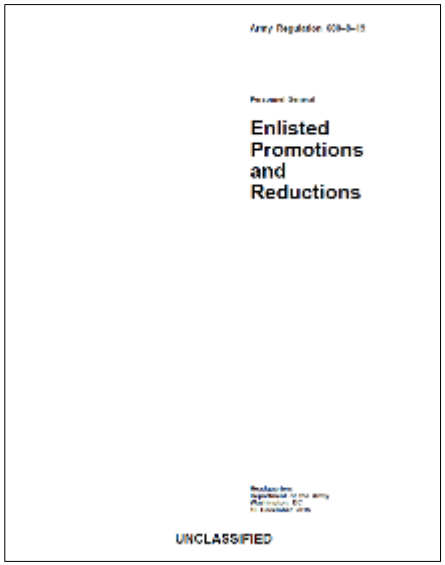
Outline

- Objectives of the Army Enlisted Promotion System
- Promotion Authorities
- System Overview
  - Decentralized
  - Semi-Centralized
  - Centralized
- Summary

Enlisted Promotions System Objectives

Fill authorized positions with and recognize **“Best Qualified”** Soldiers

Attract and retain the highest caliber **career** Soldiers to **select-train-educate-promote**



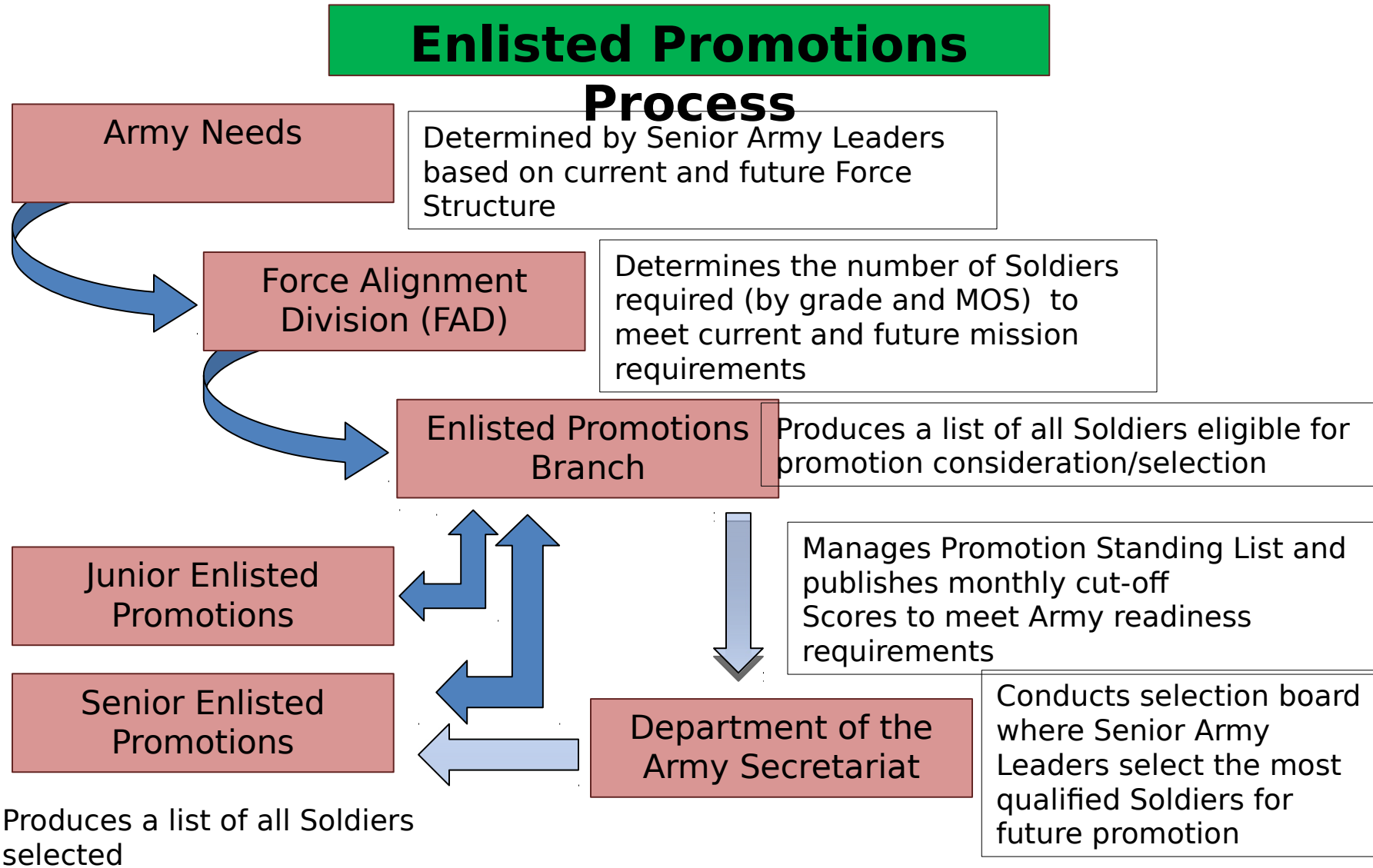
Provide for **Career Progression** and rank that are in line with **potentia**l

Preclude promotion of unproductive or not best qualified Soldiers

Provide for **equitable** promotion system

AR 600-8-19, para 1-5

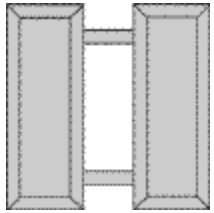
Enlisted Promotions Selection Process


Enlisted Promotions Process
Army Needs
Determined by Senior Army Leaders based on current and future Force Structure
Force Alignment Division (FAD)
Determines the number of Soldiers required (by grade and MOS) to meet current and future mission requirements
Enlisted Promotions Branch
Produces a list of all Soldiers eligible for promotion consideration/selection
Junior Enlisted Promotions
Senior Enlisted Promotions
Manages Promotion Standing List and publishes monthly cut-off Scores to meet Army readiness requirements
Department of the Army Secretariat
Conducts selection board where Senior Army Leaders select the most qualified Soldiers for future promotion
Produces a list of all Soldiers selected
for promotion in sequence order based

Promotion Authorities

DECENTRALIZED: (Chapter 2)

- Advancements to SPC/CPL and below
- Promotion Authority: Unit Commander (CDR)



SEMI-CENTRALIZED: (Chapter 3)

- Promotions to SGT and SSG
- Promotion Authority: Battalion Commander (LTC or higher)

CENTRALIZED: (Chapter 4)

- Promotions to SFC thru SGM
- Promotion Authority: Headquarters, Department of the Army (HQDA) (Human Resources Command)

Decentralized Promotions

PV2, PFC and SPC/CPL

Decentralized Promotions

- Monthly Unit Enlisted Advancement Report **(AAA-117 from eMILPO)** is the base document for decentralized promotions
- **Automatic promotions** are done by the Total Army Personnel Database (TAPDB) once the Time-in-Service (TIS) and Time-in-Grade (TIMIG) requirements are met
- Commanders may promote Soldiers with a **waiver** if room exists within the waiver restriction
- Soldiers must be in a promotable status on the effective date of promotion
- To **deny promotion**, commanders must submit a DA Form 4187 to the S-1 no later than the 19th of the month preceding the month of automatic promotion. Table 2-1.
- Appropriate counseling must occur when denying a Soldier automatic promotion
- HR Specialist will conduct a monthly audit of 10% to ensure waivers are

Promotion Criteria

Advance to:	Normal		Accelerated		Limit
	TIS	TIMIG	TIS	TIMIG	
PV2	6		4		*20% assigned*
PFC	12	4	6	2	*20% assigned*
SPC/CPL	24	6	18	3	*Published monthly by HQDA (AHRC)*

TIS: *months - determined by Basic Active Service Date (BASD)*

Promotion Waivers

- Waivers to PV2 and PFC are calculated by S-1 based on the number of assigned Soldiers at the company-level at that rank
- Waivers to SPC are calculated based on the number of authorized Soldiers at the battalion-level at that rank
- SPC waivers are distributed at the BN CDR's discretion
- BN CDR must sign enlisted advancement report
- Use the first day of the promotion month when calculating eligibility
- Waivers may only be used on the 1st day of the month

Calculate PFC Waivers

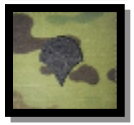
EXAMPLE

			Currently Advanced w/Waiver
PV2		11 Assigned	01
PFC		26 Assigned	02

26	Total Assigned PFC Strength
x 0.20	Limit by Regulation
5.2	Maximum total waivers in unit
5	Always round down
-2	# currently advanced w/waiver
3	Number of waivers available this month

Calculate SPC/CPL Waivers

EXAMPLE

			Currently Advanced w/Waiver
PFC		26 Assigned	02
SPC		48 Authorized	03

48 Authorized Strength
x 0.17 DA imposed limit this month
8.16 Maximum total waivers in unit
8 Always round down
-3 # currently advanced w/waiver
5 Number of waivers available this month

Decentralized Timeline Example

Promotion Month – 1

- Generate AAA -117 on the 2d to 5th working day of the month and forward within 1 working day to unit Cdr
- BN S-1 screens report and computes waiver allocations
- **NLT 10th of month unit CDR approves/disapproves promotions on AAA-117 and completes a DA Form 4187 and DA Form 268 for Soldiers denied automatic advancement and returns to S-1**
- **NLT 19th of month, BN S-1 inputs transactions for Soldiers denied automatic advancement**
- Prepares a DA Form 4187 for all advancements with waivers

Promotion Month

- 1st of month, begin advancements of recommended Soldiers
- Complete grade change (GRCH) transactions
- Waivers can only be used on 1st of month
- 2d workday of the month, ensure FLAG is lifted for Soldiers denied automatic promotion

Enlisted Advancement Report

Part	Recommend Advancement	Advance to PV2, PFC, SPC, CPL
1 Eligible	YES	Automatic, no action required
	NO	Circle, Initial & Submit 4187
2 Need Waiver	YES	Circle & Initial. Submit 4187 and grade change (GRCH) if waiver available
	NO	**No action required**
3 Not Eligible	YES	**No action required**
	NO	**No action required**

Roles and Responsibilities Decentralized Promotions

- **Battalion S-1**
  - Print and screen AAA-117; forward to unit commanders or BN CDR, as appropriate
  - Compute waiver allocations
  - Prepare DA Form 4187 for non-automatic promotions
  - Input transactions for Soldiers denied promotion NLT 19th
  - Prepare promotion certificates
  - Lift FLAGs on 2d working day of next month
  - Conduct monthly 10% audit and provide training
- **Brigade S-1**
  - Review subordinate units to ensure waivers are used appropriately

AR 600-8-19, Tables 2-1, 2-2, 2-3

Promotion Report - UIC Selection

Back Menu Help Print Exit

- Adobe Acrobat Reader® is required to view these reports. Click here to download and install the software.
- To view a report, select one or more UICs then click **"View"** to proceed.
- To select multiple UICs, hold down the Ctrl key while you make your selections.
- Click **"Close"** to exit the page and return to the Main Menu.

UIC:

WP0851
WQ0801
WQ0851
WR0801
WR0851
WS0801
WS0851

Report Type: PV1, PV2 PFC

View Close

Enlisted Advancement Report

AAA-117 Report - Unit Enlisted Advancement Report UNCLASSIFIED

Enlisted Advancement Report (AAA-117)

UIC: W30101 **Date of Report:** 20151001

PFC Eligible

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Advancement Action		Remarks
GAUSE, CAROLINE JANAE	901415201	25L	PFC	20090115	28	20100115	16	F	A	YES	NO	
MEADORS, TIMOTHY ELLIOTT	901415001	25B	PFC	20090210	27	20100201	15	F	A	YES	NO	
SUMMERS, JUSTIN DEWAYNE	901412601	25C	PFC	20090107	28	20100107	16	F	A	YES	NO	

PFC Eligible with Waiver

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Advancement Action		Remarks
BRAVO,LEONARD RYAN	901415301	25B	PFC	20090603	22	20100603	10	F	A	YES	NO	
DAVILA,TAYRONMICHEAL	901417201	25B	PFC	20090619	22	20090619	22	F	A	YES	NO	
ELERICK, RICHARD MICHAEL	901417401	25Q	PFC	20090626	22	20100501	11	F	B	YES	NO	
HARGETT, GREGORY WADE	901411301	25N	PFC	20090701	21	20100701	9	F	A	YES	NO	
KLUTTS, CHARLES EARL	901415401	25N	PFC	20090708	21	20100708	9	F	A	YES	NO	
WINDLE, CHRISTROPHER LAURENCE	901417501	25N	PFC	20090707	21	20100707	9	F	A	YES	NO	
WOOSTER, ROBIN JANEE	901417601	92Y	PFC	20090707	21	20100701	9	Y	A	YES	NO	

PFC Not Eligible for Promotion

No soldier data found for the selected UIC.

AAA-117 Report - Unit Enlisted Advancement Report UNCLASSIFIED

Waiver Allocation Report

Total Authorized SPC/CPL	Total Allowance with Waiver	Number of Soldiers with Less Than Required TIS	Total Waivers Authorized
24	4	1	3

Commander/Authorized Representative Signature Date

Check on Learning

Q: What is the base document used for decentralized promotions?

A: The monthly Unit Enlisted Advancement Report (AAA-117) from eMILPO.

Q: How are waivers to PV2, PFC, and SPC calculated?

A: Waivers to PV2 and PFC are calculated on the number of assigned Soldiers at the company level for that rank. Waivers to SPC are calculated on the number of authorized Soldiers at the BN level for that rank.

Q: True or False. BN S-1s input transactions for Soldiers denied automatic advancement NLT 10th of the month.

A: False. NLT 19th of the month.

Semi-Centralized Promotions

SGT and SSG

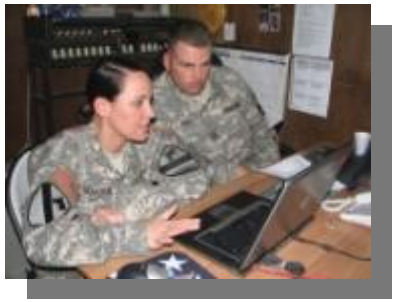
Semi-Centralized Promotions

Improves the Army's ability to promote "Best Qualified" Soldiers

Reduces perceptions of unfairness by instilling more objectivity

Emphasizes: "Soldier Skills <u>are</u> important"

Accommodates promotions in all Operational Environments



Leverages technology to reduce the admin workload on S-1s

Semi-Centralized Promotions System Roles

Company Commander

- Recommends Soldiers when they are ready
- Denies Command Integration to SGT & SSG when they are not

CSM's Role (Board): Validates Company Commander's Recommendation – **GO** / **NO GO**

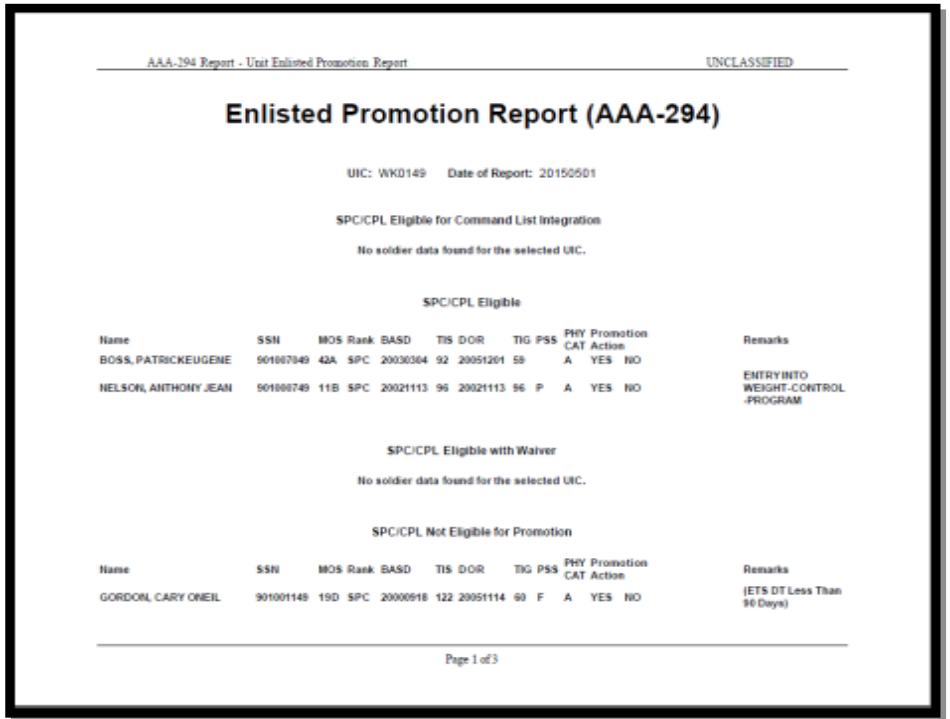
Battalion Commander: Promotion Authority - approves/disapprove Soldiers to promotion recommended list

Human Resources Command

- Maintains Recommended List – OML by MOS
- Establishes Cutoff Scores
- Determines monthly promotion requirements

Semi-Centralized Promotions Responsibilities

Field	AHRC
• Battalion Commanders (LTC or higher) have promotion authority	• Receive and monitor promotion points from the field
• Conduct promotion boards	• Determine promotion cut-off scores by MOS/grade
• Integrate Recommended Soldiers on HQDA List	• Announce monthly by-name promotion list
• Execute Promotions – Orders and Ceremonies	• Conduct and supervise enlisted personnel functions
• Conduct audits	



AAA-294 Report - Unit Enlisted Promotion Report UNCLASSIFIED

Enlisted Promotion Report (AAA-294)

UIC: WK0149 Date of Report: 20150501

SPC/CPL Eligible for Command List Integration

No soldier data found for the selected UIC.

SPC/CPL Eligible

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Promotion Action		Remarks
BOSS, PATRICKEUGENE	901007049	42A	SPC	20030364	92	20051201	59		A	YES	NO	
NELSON, ANTHONY JEAN	901000749	11B	SPC	20021113	96	20021113	96	P	A	YES	NO	ENTRY INTO WEIGHT-CONTROL -PROGRAM

SPC/CPL Eligible with Waiver

No soldier data found for the selected UIC.

SPC/CPL Not Eligible for Promotion

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Promotion Action		Remarks
GORDON, CARY ONEIL	901001149	19D	SPC	20000918	122	20051114	60	F	A	YES	NO	(ETS DT Less Than 90 Days)

Page 1 of 3

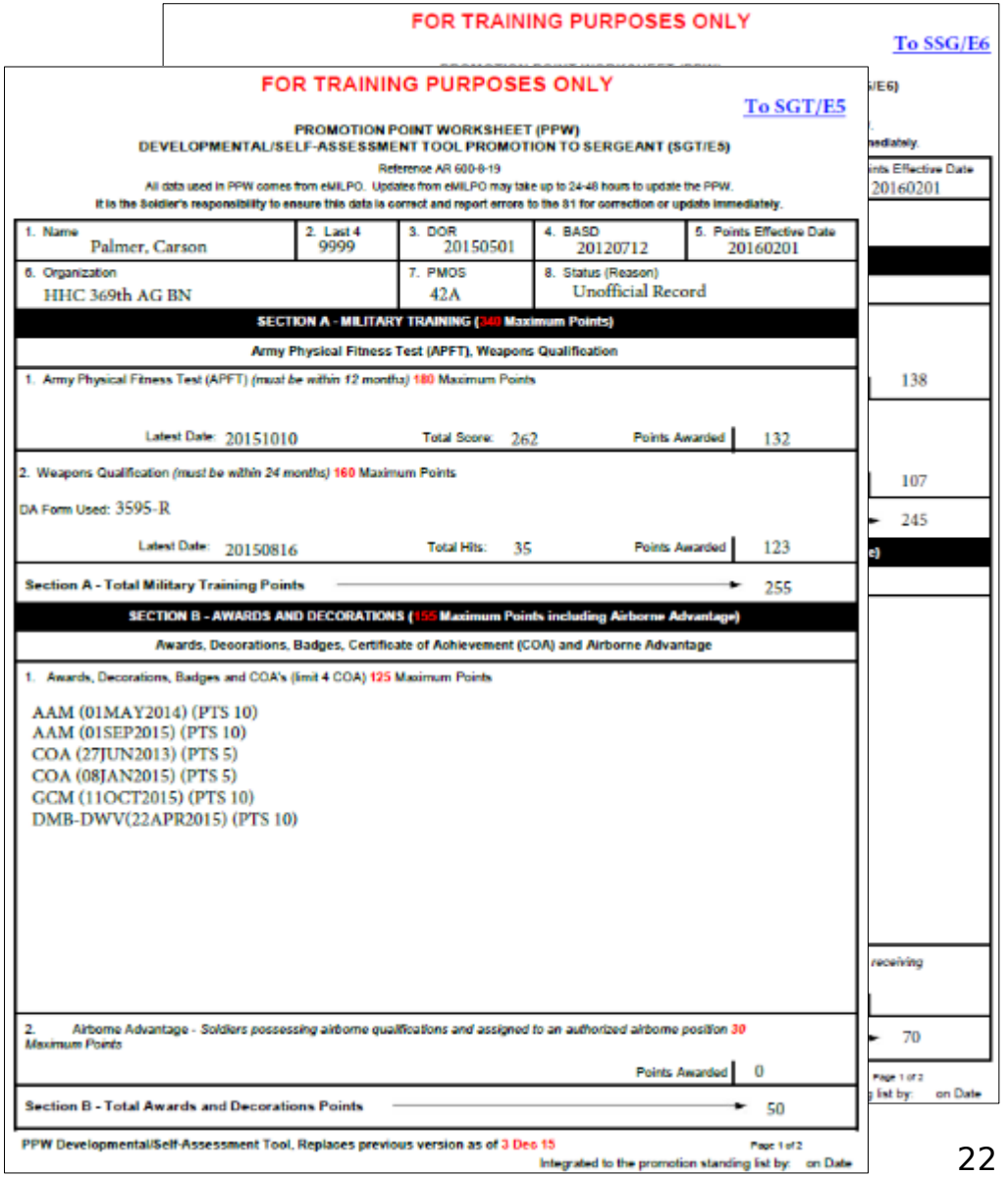
Semi-Centralized Promotions Disqualifiers

Below are some reason that disqualify a Soldier from being eligible for promotion:

- **Does not meet MEL/MES requirements – Does not meet the NCOES requirement**
- **APFT greater than 1 YR - Expired APFT data in eMILPO**
- **APFT blank - No APFT data in eMILPO**
- **Army Physical Fitness Test failure**
- **Enrolled in the Army Body Composition Program**
- **Adverse action - Indicates that a Soldier is currently flagged**
- **ETS less than 90 days**
- **Denied Automatic Integration**
- **Immediate reenlistment prohibition (IMREPR CD)**

Promotion Point Worksheet (PPW)

- Privates through Sergeants will have a PPW
- **Different PPW for Soldiers competing for SGT and SSG**
- Soldiers are only able to <u>view</u> and <u>print</u> their PPW from the AKO website using their CAC Login or AKO login
- Soldiers must report to their BN S1 HR Specialist/MPD for ERB updates
- Soldiers need to report to S3/G3 ATTRS



FOR TRAINING PURPOSES ONLY

To SSG/E6

FOR TRAINING PURPOSES ONLY

To SGT/E5

PROMOTION POINT WORKSHEET (PPW)
DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SGT/E5)

Reference AR 600-8-19

All data used in PPW comes from eMILPO. Updates from eMILPO may take up to 24-48 hours to update the PPW.
It is the Soldier's responsibility to ensure this data is correct and report errors to the S1 for correction or update immediately.

1. Name	2. Last 4	3. DOR	4. BASD	5. Points Effective Date
Palmer, Carson	9999	20150501	20120712	20160201

6. Organization	7. PMOS	8. Status (Reason)
HHC 369th AG BN	42A	Unofficial Record

SECTION A - MILITARY TRAINING (349 Maximum Points)

Army Physical Fitness Test (APFT), Weapons Qualification

1. Army Physical Fitness Test (APFT) *(must be within 12 months)* 180 Maximum Points

Latest Date: 20151010 Total Score: 262 Points Awarded: 132

2. Weapons Qualification *(must be within 24 months)* 160 Maximum Points

DA Form Used: 3595-R

Latest Date: 20150816 Total Hits: 35 Points Awarded: 123

Section A - Total Military Training Points → 255

SECTION B - AWARDS AND DECORATIONS (155 Maximum Points including Airborne Advantage)

Awards, Decorations, Badges, Certificate of Achievement (COA) and Airborne Advantage

1. Awards, Decorations, Badges and COA's (limit 4 COA) 125 Maximum Points

AAM (01MAY2014) (PTS 10)
AAM (01SEP2015) (PTS 10)
COA (27JUN2013) (PTS 5)
COA (08JAN2015) (PTS 5)
GCM (11OCT2015) (PTS 10)
DMB-DWV(22APR2015) (PTS 10)

2. Airborne Advantage - *Soldiers possessing airborne qualifications and assigned to an authorized airborne position 30 Maximum Points*

Points Awarded: 0

Section B - Total Awards and Decorations Points → 50

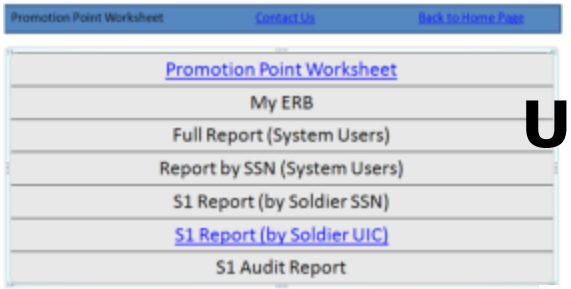
PPW Developmental/Self-Assessment Tool, Replaces previous version as of 3 Dec 15

Page 1 of 2

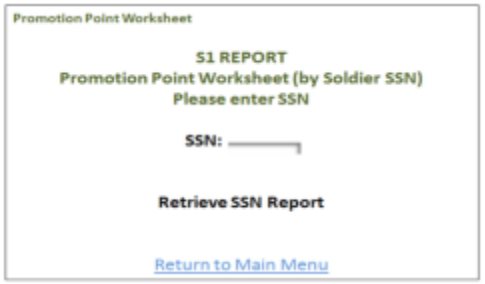
Integrated to the promotion standing list by: on Date

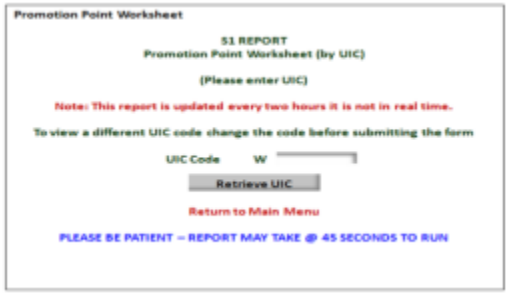
S-1 Reports

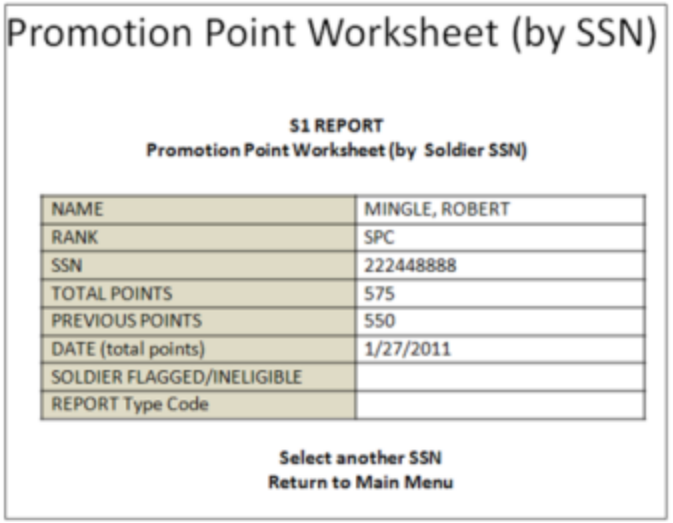
Individual Soldier



By Unit Identification Code (UIC)




Promotion Point Worksheet
S1 REPORT
Promotion Point Worksheet (by UIC)
(Please enter UIC)
Note: This report is updated every two hours it is not in real time.
To view a different UIC code change the code before submitting the form
UIC Code W
Retrieve UIC
Return to Main Menu
PLEASE BE PATIENT – REPORT MAY TAKE @ 45 SECONDS TO RUN



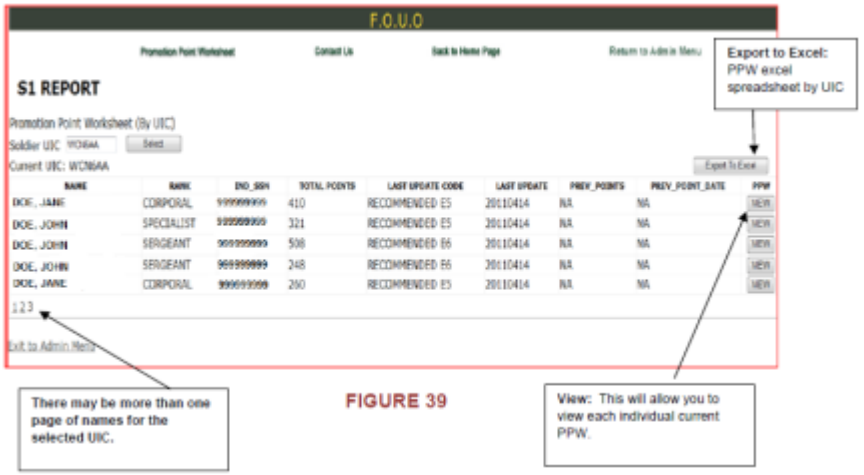
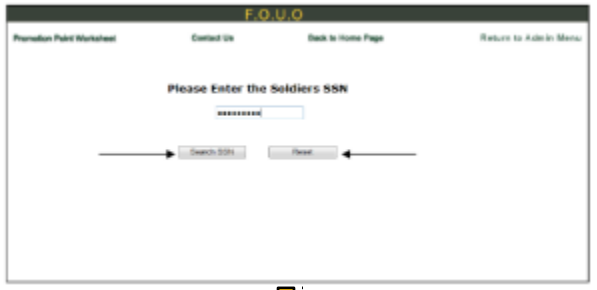

F.O.U.O
S1 REPORT
Promotion Point Worksheet (By UIC)
Export to Excel: PPW excel spreadsheet by UIC
There may be more than one page of names for the selected UIC.
View: This will allow you to view each individual current PPW.

FIGURE 39

Promotion Point Worksheet

F.O.U.O
Promotion Point Worksheet
Contact Us
Back to Home Page
Return to Admin Menu
This activity will allow the S1/MPD to view and print PPW,
as well as integrate or remove Soldiers from the HQDA Promotion List.
Click 'Begin' to initiate the process.
Begin



The HR specialist accesses the PPW using eMILPO and has three options:

- **View current PPW (pre-board)**
- **Integrate Soldier on HQDA Promotion List (post-board)**
- **Remove Soldier from HQDA Promotion list (as**

Milper Message 16-156

Semi-Centralized Promotions Promotion Point Worksheet Training, Assessment, and Access

MILPER Message Number
16-156

Proponent
AHRC-PDV-PE

Title
Semi-Centralized Promotions Promotion Point Worksheet Training, Assessment, and Access

...Issued:[6/6/2016 11:17:14 AM]...

A. Army Regulation 600-8-19, (Enlisted Promotions and Reductions), 18 December 2015.

B. Promotion Point Worksheet (PPW) User Manual, 17 May 2016, Version 5.

1. This MILPER Message will expire no later than (NLT) 10 June 2017 or when superseded or rescinded.

2. This MILPER Message applies to semi-centralized promotions PPW users in the Brigade (BDE)/Battalion (BN) S1 and Military Personnel Divisions (MPD) for the Active Army.

3. This MILPER Message announces implementation of new procedures and requirements to retain or obtain PPW access. Users will be required to go through semi-centralized promotion training and complete a PPW assessment.

4. New Users – Effective 11 July 2016, prior to requesting PPW access, all new users will complete PPW training and pass an assessment.

5. Current Users – NLT 11 July 2016 complete PPW training and the assessment and submit to HRC, Junior Enlisted Promotions Branch; see paragraph 6c. On or about 19 July 2016, current users who have not submitted or failed the assessment will have their PPW access removed.

6. PPW training, assessment, and request for access:

a. Users may obtain access to the PPW training and assessment through the U.S. Army Human Resources Command (HRC) website on the Enlisted Promotions webpage at https://www.hrc.army.mil/default.aspx?id=16607.

b. Completion of the assessment will be digitally signed by the requested user and the Command Sergeant Major/Sergeant Major in the Chain of Command. Security clearance level will be verified and digitally signed by the security manager. The PPW request for access must be digitally signed by the promotion authority Lieutenant Colonel or higher (equivalent for Civilians is GS-13 or higher).

c. Submit completed PPW assessment and request for access by clicking the "Click to submit completed assessment to HRC, Jr, Promotions" button on page five of the assessment.

d. The PPW assessment requires an 80% passing score. After two failed attempts, users will be retrained by their immediate supervisor. The supervisor will submit a memorandum verifying the user has been retrained, signed by the requested user and the trainer. PPW access will not be granted until the assessment is passed. Resubmit the PPW assessment and request for access with the memorandum.

7. PPW access request for removal:

a. Requests to remove access may be obtained through the HRC website on the Enlisted Promotions webpage at https://www.hrc.army.mil/default.aspx?id=16607.

Promotions & SSD NCOES Relationship

IMT → SSD 1 → BLC → SSD 2 → ALC → SSD 3 → SLC → SSD 4 → SM C → SSD 5

- SSD 1 completion is required prior to board appearance to SGT
- BLC graduation is a requirement for promotion to SGT
- SSD 2 completion is required prior to board appearance to SSG
- ALC graduation is a requirement for promotion to SSG
- SSD 3 completion is required prior to board appearance to SFC
- SLC graduation is a requirement for promotion to SFC
- SSD 4 completion is required prior to board appearance to MSG
- Graduation from U.S. Army Sergeants Major Course is required for promotion to SGM

Coming soon…Master Leaders Course (MLC). Currently being piloted and awaiting approval from Army G-1. Must complete in order to pin 1SG/MSG

nitial Military Training – IMT
Structured Self Development - SSD

Monthly Promotion Board Cycle

BN S1 - By the 2d duty day of the month prior to the board month, print the Enlisted Promotion Report (AAA-294) using the automated system (eMILPO)

BN S1 - Review report for accuracy and forward the report to the appropriate unit CDR no later than the 3d duty day.

Unit CDR - Review the report for accuracy and identify Soldiers to be recommended for promotion. CDR will circle YES for those recommended or NO for those not recommended. If a Soldier is fully eligible they must be counseled by their first line supervisor.

Unit CDR - Return completed report to the BN S1 within five duty days of the month prior to the recommended board month with appropriate counselings.

BN S1 - Review AAA-294 and submit deny Command List Integration (CLI) transactions by the 19th of the month in eMILPO for Soldiers circled NO by the Commander . Prepares board MOI for the monthly promotion board.

BN S1 - Schedule a promotion board as early as the 20th of the month proceeding the board month such that all Soldiers recommended for board appearance will be completed no later then the 4thday of the board month.

BN S1 - Conduct promotion board. Prepares board proceedings for approval after completion of the board. Obtain promotion authority Signature. Integrate Soldiers immediately, NLT the 8th of the board month.

Promotion Boards Eligibility Criteria

- **Battalion CSM–*with NCO Support Channel Input* – validates Company Commander's recommendation to the promotion authority (GO / NO GO)**
- **Boards will be conducted – exceptions may be authorized at the request of the promotion authority when combat / security requirements warrant**
-

Factor	To SGT	To SSG
TIS *Command List Integration	PZ 35 months SZ 17 months 47 months	PZ 71 months SZ 47 months 83 months
TIG *Command List Integration	PZ 7 months SZ 5 months 11 months	PZ 9 months SZ 6 months 11 months
MIL ED	Must have completed SSD(Level 1)	Graduate of WLC (or higher level of PME) prior to board appearance
CIV ED	Must have high school diploma, GED, or an associates or higher degree	Must have high school diploma, GED, or an associates or higher degree

BOARD COMPOSITION

- **Promotion authority will appoint, in writing, a minimum of three voting members**
- **President must be CSM or SGM *(unless officer present)***
- **Voting members must be one grade senior to those being considered**
- **Include minority member if reasonably available**
- **At least one voting member will be same gender as Soldiers recommended**

Promotion Board Proceedings

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol) (Date)

MEMORANDUM FOR Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. The XXX Infantry Battalion Enlisted Promotion Board convened at 0800, 27 November 2011, in accordance with AR 600-8-19, chapter 3, to consider Soldiers for promotion recommendation to SGT and SSG.

2. The following members were present:
CSM (Name) – President
1SG (Name) – Member
1SG (Name) – Member
SGT (Name) – Recorder without vote

3. Of those considered for promotion, the majority of board members recommend the following Soldiers for promotion list integration:

NAME	LAST 4 (SSN)	Recommended Rank	Recommended MOS	Promo Points
(Name)	x-8888	SSG	11B	XXX
(Name)	x-9999	SSG	11B	XXX
(Name)	x-7777	SGT	11B	XXX
(Name)	x-4444	SGT	54B	XXX
(Name)	x-6666	SGT	11B	XXX

4. The board considered but did not recommend (by a majority vote) the following Soldiers for promotion list integration:

NAME	LAST 4 (SSN)	Primary MOS
(Name)	x-2222	11B

5. The board adjourned at 0945, 27 November 2011.

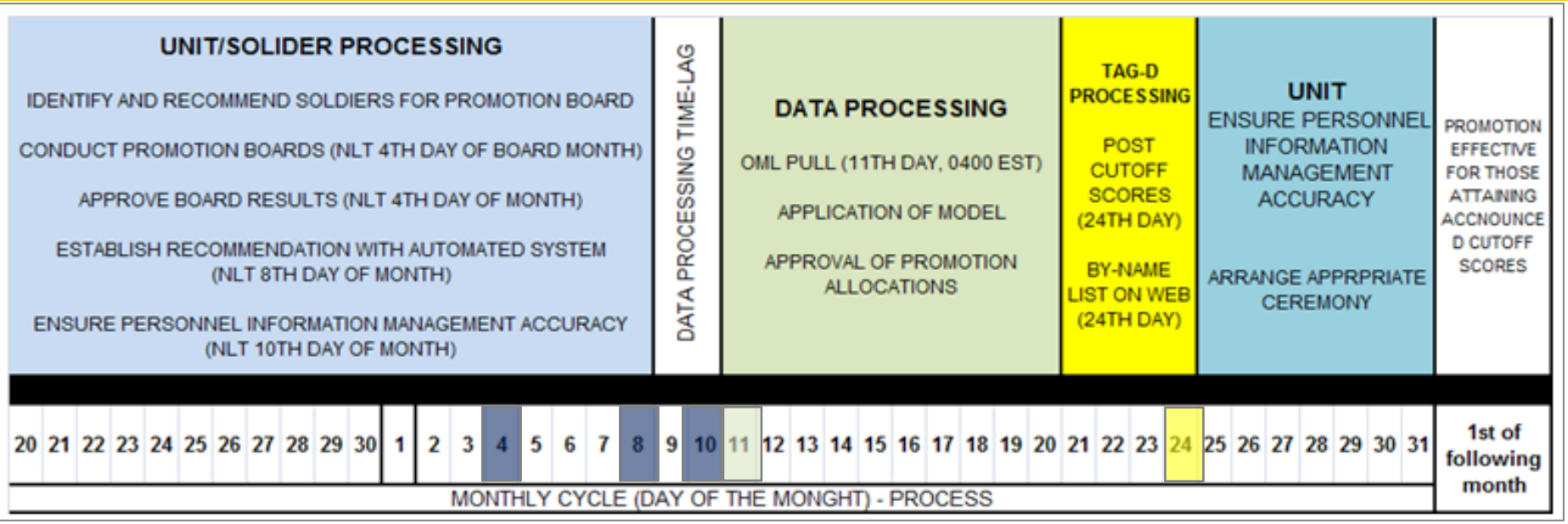
6. Recommend integration of the Soldiers identified in paragraph 3 into the promotion recommended list.

AUTHORITY LINE:

(NAME)
CSM, USA
Promotion Board President

- **Board President informs (in writing) to the promotion authority of recommendations as soon as possible following the board**
- **Promotion authority makes the final decision to integrate a Soldier onto the promotion recommended list *(for AC, no later than the 8th day of the calendar month)***
- **Soldiers approved for integration are now promotable**
- **S-1 access PPW via eMILPO and activates the Soldier's promotion score for inclusion onto their respective promotion list**
- **Soldiers not recommended for promotion will be formally counseled by first-line leaders on deficient areas for improvement**

Monthly Promotion Cycle


UNIT/SOLIDER PROCESSING
IDENTIFY AND RECOMMEND SOLDIERS FOR PROMOTION BOARD
CONDUCT PROMOTION BOARDS (NLT 4TH DAY OF BOARD MONTH)
APPROVE BOARD RESULTS (NLT 4TH DAY OF MONTH)
ESTABLISH RECOMMENDATION WITH AUTOMATED SYSTEM (NLT 8TH DAY OF MONTH)
ENSURE PERSONNEL INFORMATION MANAGEMENT ACCURACY (NLT 10TH DAY OF MONTH)
DATA PROCESSING TIME-LAG
DATA PROCESSING
OML PULL (11TH DAY, 0400 EST)
APPLICATION OF MODEL
APPROVAL OF PROMOTION ALLOCATIONS
TAG-D PROCESSING
POST CUTOFF SCORES (24TH DAY)
BY-NAME LIST ON WEB (24TH DAY)
UNIT
ENSURE PERSONNEL INFORMATION MANAGEMENT ACCURACY
ARRANGE APPRPRIATE CEREMONY
PROMOTION EFFECTIVE FOR THOSE ATTAINING ACCNOUNCED CUTOFF SCORES
20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1st of following month
MONTHLY CYCLE (DAY OF THE MONGHT) - PROCESS

- Promotion score adjusts <u>automatically</u> when ANY promotion-related data changes in the Soldier's record
- On the 11th day of each month, HQDA "captures" all promotion scores and produces order of merit lists for all MOS to determine promotions for the 1st day of the following month

SOLDIERS MUST ensure that all personnel and training information is accurate in the database.

Promotion Audits

- **The Promotions Branch conducts promotion audits on Soldiers with 798 promotion points and at the request of the promotion authority. Soldiers selected randomly by AHRC on month 10% audit.**
- **AHRC will notify the soldier and the unit of specific records being audited.**
- **S-1 will conduct Audit when directed by AHRC Report and will have 7 calendar days to email the packet to AHRC.**
- **Failure to return the packet or request an extension will result in the Soldier being removed from the promotion standing list.**
- **If it is found the record contains inflated, erroneous, or falsified information in eMILPO or EDAS the unit, S1/MPD or promotion work centers will be notified of who submitted the transaction and when the data was submitted integrity of this system is essential.**
- **CDRs reserve the right to investigate and take action as necessary to preserve the integrity of the promotion system in cases of suspected fraud. On a monthly and recurring basis, CDRs have responsibility to review, monitor, and verify the promotion recommended list of all Soldiers assigned to command and conduct a promotion audit.**

Guidance from AHRC

- **Upon being selected for promotion by AHRC and appearing on the HQDA by-name selection list**
  - Current APFT
  - SSD-1 completion (SPC/CPL)
  - BLC graduation (SGT)
  - Not flagged or barred from reenlistment
  - Meets Service Remaining Requirements (SSG), Units must notify a Soldier of SRR requirements
  - Requesting a copy of the promotion board proceedings or any other documentation i.e. awards, college transcript, etc. to validate a Soldier's list status or promotion score is not required. This action should have been completed prior to the release of the HQDA by-name selection list.
- **Board Recorders must be used** and will verify board proceedings reflect board member GO / NO-GO votes
- ETPs for promotions are **no longer authorized**
- eMILPO updates to the ERB may take up to **48 hours** to transfer and update the PPW. All accredited universities must have a **valid course code** in eMILPO and the option to use institution code **"Unknown"** is eliminated

Command List Integration (CLI)

(1 of 2)

- Soldiers integrated onto the recommended list receive:
  - 39 points when competing for SGT
  - 14 points when competing for SSG
- Commander's role is unchanged
  - Retains authority to **deny integration** if Soldier is not trained and ready

- Points awarded are one point less than the minimum qualifying APFT score to ensure these Soldiers will **not** be selected for promotion until all others, properly recommended and boarded, are promoted
- Inclusion of other points is not authorized
- Must be graduates of SSD level 1 for SGT
- Must be a graduate of BLC for SSG

Command List Integration (CLI)

(2 of 2)

- **S1/MPD's must submit a 'Deny Promotion List Auto Integration' transaction through eMILPO; failure to deny integration by the 19th of the month will result in the Soldier being integrated onto the promotion recommended list and possibly promoted**
- **CDRs must formally counsel all Soldiers denied CLI pointing out deficient areas for needed improvement to qualify for future promotion consideration**
- **Soldiers that are flagged, have IMREPR codes, failed APFT, expired APFT or blank APFT will be removed through an automated process**
- **To regain promotable status Soldiers must attend a promotion board or be recommended for CLI**
- **Requests to remove CLI Soldiers from the promotion recommended list will be forwarded to usarmy.knox.AHRC.mbx.tagd-ir-enlisted-promotions@mail.m**

Administrative Records Correction (ARC)

- **Instances in which an ARC will <u>not</u> receive favorable consideration:**
  - **Failure to integrate a Soldier onto the promotion recommended list by the 8th day of the month**
  - **Failure to update a Soldier's record (including records updated improperly)**
  - **Failure to remove a flag or reenlistment eligibility code**
  - **Failure to remove a previous promotion projection date**
- **MEL/MES code not updated**
- **Instances in which an ARC <u>will</u> receive favorable consideration:**
  - **Flag - "case closed favorably" or "erroneous submitted"**
  - **Verified error within an HR automat**

AR 600-8-19, para 3-34

AHRC Common Trends

- **Failure to integrate Soldiers onto the promotion recommended list by the 8th of the promotion board month**
- **Failure to submit promotion transaction within 30 days**
- **Failure to submit the 'Denial Promotion List Auto Integration' transaction by the 19th of each month to prevent CLI**
- **Erroneously submits the 'Denial Promotion List Auto Integration ' transaction**
- **Board Soldiers prior to meeting eligibility requirements**
- **Select incorrect military education/correspondence course codes in eMILPO**

How Can You Help

- **Submit timely record updates correctly**
- **Assist Soldiers in reviewing their PPW and ERB for accuracy**
- **Conduct audits on PPWs prior to HQDA promotion selection announcements**

Battlefield Promotions

Expeditiously promotes courageous and extraordinary Soldiers who perform at levels of increased responsibility on the battlefield.

AR 600-8-19, para 11-2 & 11-3

General Guidelines

- **AHRC publishes allocations quarterly**
- **ASCC G-1 establish procedures in the AOR**
- **Soldiers are only authorized one battlefield promotion to an NCO rank**
- **A physical appearance before a board is not authorized**

Promotion Eligibility

- **Serving in or under combat conditions**
- **SGT and below**
- **Not Flagged**
- **No TIS/TIG requirements**
- **Soldiers do not incur additional service remaining requirements**

Promotion Ceremonies

- **Conduct ceremony on the effective date of promotion**

- **Early promotions authorized when effective date is on a non-duty day**

- **Promotion certificate may not be substituted for promotion order**

- **Promotion certificate will be**

AR 600-8-19, para 1-24

Check on Learning

Q: What are rules for conducting Semi-centralized promotion board?

A:

- **Question and answer only; no hands-on tasks**
- **Promotion authority appoints an odd number of voting board members and one non-voting recorder**
- **Can be mixed (officer/enlisted) or not**
- **Voting members at least 1 grade senior of recommended Soldiers**
- **Gender/ethnic representation**

Q: What three options does the S-1 have when accessing the Promotion Point Worksheet (PPW) via eMILPO?

A:

- **View current PPW**
- **Integrate Soldier on HQDA Promotion List**
- **Remove Soldier from HQDA Promotion List**

Centralized Promotions

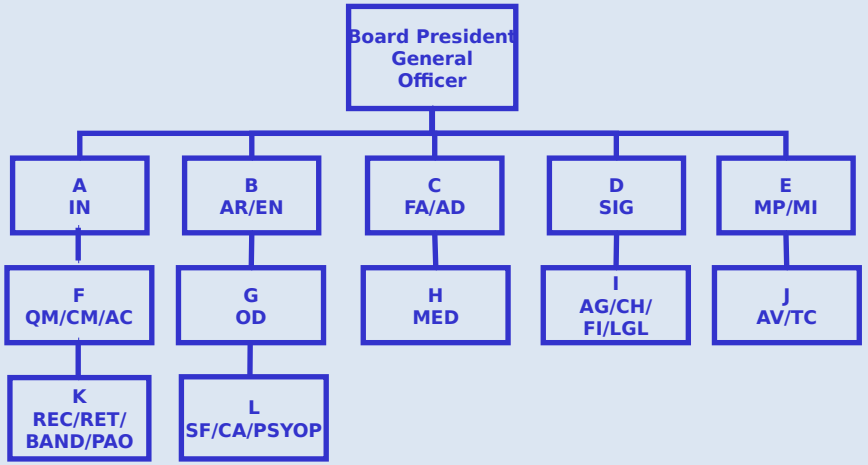
SFC thru SGM

Centralized Promotions

Overview

- Commander, AHRC promotes Soldiers to the ranks of SFC, MSG, and SGM
- Selection and promotion authority by HQDA does not deprive local commanders of the authority to reduce Soldiers in the rank of SFC, MSG, and SGM for inefficiency or conviction by civil court
- AHRC announces the criteria for primary and secondary zones of consideration for each grade before each board via MILPER message and email
- SSG, SFC, and MSG may decline consideration for promotion

Centralized Selection Boards



- Minimum of 5 members including commissioned officers and senior NCOs; female and minority representation, if available
- President of board is a General Officer
- Non-selects for promotion are not given specific reasons
- No Soldier may personally appear before the board
- Letters to the board are authorized, but discouraged

Centralized Promotion Requirements

CRITERIA			
DOR & BASD	(Announced by AHRC prior to board)		
TOTAL ACTIVE FEDERAL SERVICE	6	8	10
Minimum TIMIG	36 months	36 months	36 months
MIL ED*	ALC	SLC	USASMC
CIV ED	HS/GED	HS/GED	HS/GED

- **Waivers are <u>not</u> authorized for military education for promotion to SFC and MSG – must attend requisite NCOES course.**
- **AHRC will announce DOR & BASD requirements.**

FY 15 SFC Board Results

42 Review and Analysis

17 December 2015

Centralized Promotion Board Timelines (1 of 2)

AHRC Pre-Board Functions

- C-150
  - Zones of Consideration established from DMPM
  - Prepare/Staff MILPER Message
- C-120
  - Release MILPER Message
  - Begin promotion list eligibility maintenance
  - Flag AERs/NCOERs
  - Special Population Scrub - Army Parachute Team, Special Bands, AMU, SMD
- C-120 - C-90 - C-60 - C-5
  - Continue promotion list eligibility maintenance
  - TAGD - CMOAC
  - EPMD - Retirements & Separations Branch
  - SMD - Controlled records for updates
  - EPMD - NCOES Branch
  - EPMD - Reclassification Branch for MOS verification
  - DA G-1 – CPMOS Progression Charts
- C-60: My Board File opens
- C-5: Transfer board to DA Secretariat – Where the board is conducted

Unit Pre-Board Functions

- C-120: Conduct an eMILPO query to identify eligible population (BN S1 / MPD / BDE S1)
- C-120 - C-90 - C-60 - C-5: Refresh eMILPO query and monitor suspense dates established by MILPER Message
- C-60
  - Ensure My Board File opens for those eligible NCOs
  - If My Board File is not available for your NCOs contact Enlisted Promotions Branch to verify eligibility (BN S1)

NOTE: C = Board Convene Date

Centralized Promotion Board Timelines (2 of 2)

Post Board Functions

- R+1: Attest List applications are conducted by Promotions Branch and DA SEC
- R+20
  - Attest List sent to DMPM for approval
  - Internal system functions and reviews conducted
- R+25
  - DMPM approves Attest List
  - Sequence numbers assigned
  - Statistical data produced / further review and screening conducted
  - Prepositioning documents/TAG approval
  - R+30: Official release via AHRC/S1 Net websites

Unit Post Board Functions

R+30

- Ensure NCOs are in a promotable status
- Place a suspension of favorable actions (FLAG) for any NCO that is on a centralized promotion list

NOTE: R = Board Recess

Roles and Responsibilities
Centralized Promotions

- **Battalion S-1:**
  - Notify Soldiers in the zone of consideration for promotion
  - Ensure Soldiers are counseled regarding the service remaining requirement and procedures for declining promotion
  - Prepare certificate of promotion
  - Prepare removal documentation, if necessary

- **Brigade S-1:**
  - Review HQDA selection list and notify AHRC of any discrepancies
  - Forward initial FLAG to AHRC for Soldiers on promotion list
  - Forward reclassification orders on Soldiers who are reclassified while on promotion list
  - Screen the monthly sequence number memorandum and by-name list for promotions
  - Ensure promotions orders are provided

AR 600-8-19, Tables 4-1, 4-2, 4-4

Qualitative Management Program (QMP) and Qualitative Service Program(QSP)

QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD (AR 635-200 Chapter 19)

- Army Directive 2014-06: the QMP applies to RA and USAR AGR NCOs in the grades of SSG through CSM/SGM.
- Designed to ensure Senior NCOs serve in a manner consistent with good order and discipline
- Senior NCOs are subject to QMP if they receive one of the following documents since their last promotion
  - General Officer Letter/Memorandum of Reprimand
  - Conviction by Courts-Martial or Article 15, UCMJ
  - Relief for Cause Noncommissioned Officer Evaluation Report
  - Senior Rater Rating of 4 (Fair) or 5 (Poor) in the overall Performance or Potential blocks on an NCOER
  - Academic Evaluation Report (DA Form 1059) indicating NCOES Course Failure
  - The QMP does not apply to Soldiers who:

(1) Hold the grade of SGT and below.

OVER-STRENGTH QUALITATIVE SERVICE PROGRAM (OS-QSP) BOARD

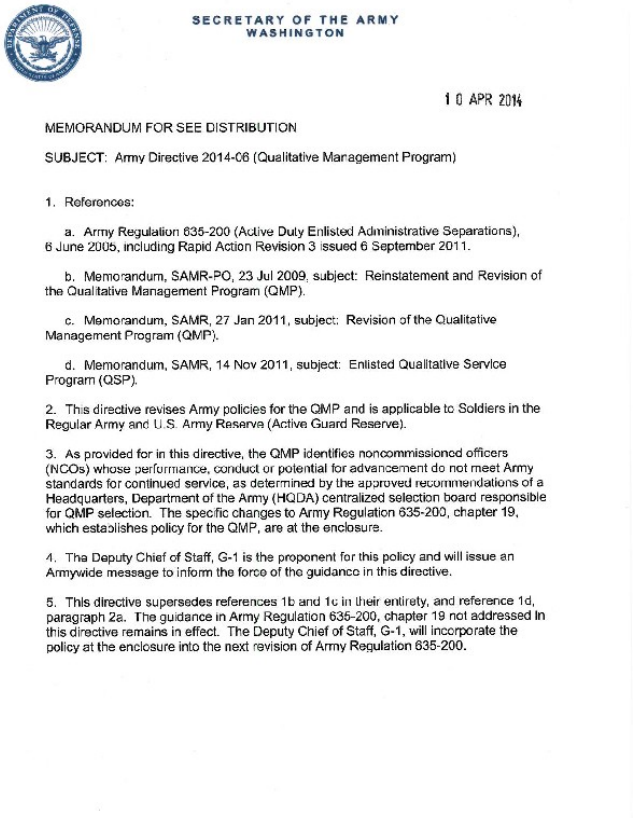
Applies to NCOs in grades SSG-CSM in specific PMOS/grade where the Army's **12-month operating strength projection exceeds its goals**

PROMOTION STAGNATION QUALITATIVE SERVICE PROGRAM (PS-QSP) BOARD

Applies to NCOs in grades SSG-CSM in a specific PMOS/grade where **promotion stagnation exists**

- Performance-based, force shaping process
- Improves NCO Grade
- Applicable to:
  - Active Component NCOs
  - USAR-Active Guard Reserve NCOs

Army Directive 2014-06: QMP



SECRETARY OF THE ARMY
WASHINGTON

10 APR 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2014-06 (Qualitative Management Program)

1. References:

a. Army Regulation 635-200 (Active Duty Enlisted Administrative Separations), 6 June 2005, including Rapid Action Revision 3 issued 6 September 2011.

b. Memorandum, SAMR-PO, 23 Jul 2009, subject: Reinstatement and Revision of the Qualitative Management Program (QMP).

c. Memorandum, SAMR, 27 Jan 2011, subject: Revision of the Qualitative Management Program (QMP).

d. Memorandum, SAMR, 14 Nov 2011, subject: Enlisted Qualitative Service Program (QSP).

2. This directive revises Army policies for the QMP and is applicable to Soldiers in the Regular Army and U.S. Army Reserve (Active Guard Reserve).

3. As provided for in this directive, the QMP identifies noncommissioned officers (NCOs) whose performance, conduct or potential for advancement do not meet Army standards for continued service, as determined by the approved recommendations of a Headquarters, Department of the Army (HQDA) centralized selection board responsible for QMP selection. The specific changes to Army Regulation 635-200, chapter 19, which establishes policy for the QMP, are at the enclosure.

4. The Deputy Chief of Staff, G-1 is the proponent for this policy and will issue an Armywide message to inform the force of the guidance in this directive.

5. This directive supersedes references 1b and 1c in their entirety, and reference 1d, paragraph 2a. The guidance in Army Regulation 635-200, chapter 19 not addressed in this directive remains in effect. The Deputy Chief of Staff, G-1, will incorporate the policy at the enclosure into the next revision of Army Regulation 635-200.

Standby Advisory Boards (STAB)

- **Initial consideration** - File was not seen by a previous promotion board due to error
- **Reconsideration** - First award of MSM or higher was omitted or another Soldiers document was placed in file by mistake
- **Removal** - On promotion list w/sequence number; however, before being promoted committed an offense that warrants consideration for removal

** Imperative Soldiers and Chain of Command review AR 600-8-19, Chapter 4, para 4-13 before submitting request for STAB **

S-1 Takeaways

- The Semi-Centralized Promotion System:
  - Identifies the best-qualified Soldiers for promotion
  - Supports an expeditionary Army
  - Improves Personnel / Training data accuracy
- Stay engaged in the process (CSM /Senior HR NCO/ Warrant)
- Checks and Balances (Quality Control)
- Ensure subordinate S-1s and HR Specialists understand the process and their responsibilities
- Lean forward on Promotion Ceremonies (On hand supplies, certificates, narrator, etc.)
- Monitor the “Big 3” Boards (SFC, MSG, SGM/CSM)

Promotions affect Soldiers’ lives and their Families!

Check on Learning

Q: Who announces the criteria for primary and secondary zones of consideration for each grade before the board?

A: The Commander, AHRC

Q: Under what circumstance is written communication to the board president encouraged?

A: It is only encouraged when there is something that is not provided in the Soldier's records that the Soldier feels will have an impact on the board's deliberations.

Q: True or False. Soldiers who are not selected for promotion will be provided specific reasons for non-selection.

A: False. Soldiers are not provided specific reason for non-selection. They may consult the statistical analysis portion of the promotion list or they may write to the Career Professional Development NCO of their respective branch for an analysis on how to enhance their careers. Per AR 600-8-19, the S-1 / Bn HR section should be prepared to assist Soldiers, if necessary.

Promotions Checklist

Essential Personnel Services (EPS) Promotions Inspection / Assessment Checklist					
Instructions: Validate all standards with a Yes or No assessment. To score, divide the total "Yes" responses by the total number of standards. **Note** Standards labeled as "best practice" do not count for scoring purposes.					
References: AR 600-8-19; AR 600-8-29; eMILPO Field User Guide; MILPER Messages					
ID	Standard	Yes/No	Category	Evaluation Steps	Remarks
1	S1 has required resources and references for conducting promotion functions (EDAS, C10, eMILPO, TOPMIS, etc).	Yes/No	Compliance	Visual confirmation of user log in.	(Insert remarks if required)
2	S1 prints AAA-117 report between second and fifth working day of each month..	Yes/No	Compliance	Visual confirmation of previous reports in central files area (CFA).	(Insert remarks if required)
3	S1 reviews AAA-117 report for inaccurate or incomplete data.	Yes/No	Compliance	Interview / Visual confirmation	(Insert remarks if required)
4	S1 verifies AAA-117 waiver allocations properly.	Yes/No	Compliance	Interview – S1 walks through the steps of computing waivers. Check previous reports.	(Insert remarks if required)
5	Waiver allocations exclude Soldiers IAW AR 600-8-19, para 2-5j. (Army Civilian Acquired Skills Program, Stripes for Education, Ranger and CMF 18, assigned USAR Soldiers).	Yes/No	Compliance	Interview (S1 describes how to identify affected Soldiers) / Visual confirmation for applicable units.	(Insert remarks if required)
6	Commanders review the AAA-117 report, annotate "YES/NO" next to the Soldier's name and initial, and sign the report.	Yes/No	Compliance	Visual confirmation of the "YES/NO"/initial/signature requirement. Check CFA for previous reports.	(Insert remarks if required)

Summary

- Objectives
- Promotion Authorities
- System Overviews
  - Decentralized
  - Semi-Centralized
  - Centralized
- Responsibilities
- ARCs and STABs
- QMP/QSP Programs

Terminal Learning Objective

ACTION: Administer Enlisted Promotions and Selections (Active Component)

CONDITIONS: Given classroom instruction, AR 600-8-19 (Enlisted Promotions and Reductions) and applicable MILPER messages and an awareness of Operational Environment (OE).

STANDARD:

1. Communicate the objectives of the enlisted promotion system.
2. Define the principles of the decentralized, semi-centralized, and centralized enlisted promotion systems.
3. Identify promotion responsibilities of the S-1.
4. Score 70% or higher on the Brigade S-1 final exam.